

## RADIO/TELEVISION PRODUCER/ANNOUNCER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4521	Radio/Television/Producer/Announcer I	02	211	6 mo.	11/17/86
4686	Radio/Television Producer/Announcer II	02	211	6 mo.	11/17/86

Promotional Line: 308

### Series Narrative

Employees in positions allocated to this series produce and present radio and/or television programs. They typically:

- conduct interviews, either for broadcast or to gather information for programs
- determine content of, assemble, and edit programs or segments of programs
- announce on the air, either by reading prepared scripts or on an ad-lib basis
- operate studio broadcasting equipment

They may also supervise subordinates engaged in the production and presentation of programs or assisting in these activities.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Radio/Television Production/Announcer I** **4521**

Employees in positions allocated to this class perform regular, day-to-day announcing and production duties for a radio/television operation. They work under general supervision of higher level personnel.

A Radio/Television Producer/Announcer I typically--

1. researches subjects for possible program development within logistic and financial constraints
2. writes scripts for programs and promotional announcements
3. conducts interviews and records other program elements (such as speeches, live music, and sound effects)
4. produces, directs, edits and assembles programs in final broadcast form for local use or syndication
5. performs on-air announcing duties
6. records network feeds
7. trains and supervises employees of lower rank as assigned

8. performs other related duties as assigned

**Level II: Radio/Television Producer/Announcer II** **4686**

Employees at this level perform out-of-the-ordinary and complex announcing and production duties in addition to Level I duties. They work under direction from higher level personnel.

A Radio/Television Producer/Announcer II typically--

1. develops long-range program plans
2. assists in budget preparation and control
3. assists in planning and/or coverage of special events (such as speeches, concerts, and promotional events)
4. works with announcing and production staff on advanced announcing and production techniques
5. supervises other employees, including Producer/Announcer I's
6. represents station at professional workshops and conferences
7. performs duties listed at Level I of this series
8. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**

**Level I: Radio/Television Producer/Announcer I** **4521**

**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any one or any combination of the following types of preparation:
  - (a) credit for college course work leading to a major in radio/television or closely related fields
  - (b) vocational training in radio and/or television production and/or announcing or closely related fields
  - (c) progressively more responsible work experience in the production and presentation of radio and/or television programs

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or Bachelor's degree) of "a" = 1.0 unit

18 months of “b” = 0.5 unit maximum\*

3 years of “c” = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. one year of work experience in the production and presentation of radio and/or television programs, in addition to the preparation required in #1 above

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of on-air radio/television broadcast practices
2. skill in researching, editing, writing, creating, producing, and assembling radio/television programs
3. ability to operate radio/television equipment
4. supervisory ability
5. freedom from speech impediments that would prohibit performance of job

#### **Level II: Radio/Television Producer/Announcer II**

**4686**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of experience/training requirements listed for the Radio/Television Producer/Announcer I
2. one year of work experience comparable to the Radio/Television producer/Announcer I

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. broad knowledge of on-air radio/television broadcast practices
2. proficiency in researching, editing, writing, creating, producing, and assembling radio/television programs

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\*That is, up to ½ (or 0.5 unit) of the total preparation needed to satisfy requirement #1 may be the type of vocational training described in “b.” The balance must be supplied by one or more of the other types of preparation listed above.

3. skill in the operation of radio/television equipment
4. supervisory ability
5. freedman from speech impediments that would prohibit performance of job